

## COMPETITIVE PROCUREMENT GUIDELINES

AMOUNT	ACTION REQUIRED	WHO TAKES ACTION	HOW TO INITIATE TRANSACTION	LEAD TIME (DAYS)	COMMENTS
Up to \$4,999.99	P-Card if allowable	End user	Use P-Card	N/A	Must be inclusive of taxes and shipping
Up to \$5000 (if P-Card cannot be used) and not to exceed \$10,000	Purchase Order must be generated by Purchasing. If total commitment to be paid is less than \$10,000 and vendor will invoice the University, a Payment Request may be initiated.	End user	Complete a Purchase Requisition in Peoplesoft for a Purchase order to be generated. <b>Attach one written quote.</b> Complete a Payment Request and attach the invoice.	1-3 days	<b>Must have one written quote that is fair and reasonable.</b>
Over \$10,000 up to \$25,000	Written request and receipt of 3 bona fide responsible and responsive quotes	End user	Complete a Purchase Requisition in Peoplesoft for a Purchase Order to be generated. Attach request and 3 quotes received.	1-3 days	"No bids" are not considered bona fide quotes and do not count as one of the 3 required quotes
Over \$10,000 up to \$25,000 <b>If End user is not able to obtain 3 bona fide responsible and responsive quotes</b>	Written request and advertisement in SC Business Opportunities publication per SC state law	USC Purchasing Department	Complete a Purchase Requisition in Peoplesoft for a Purchase Order to be generated. Attach request and any quote(s) already obtained.	7-10 days	The purchase can proceed with a minimum of 1 quote as long as sufficient time is allowed for advertisement in SCBO
Over \$25,000 up to \$100,000	Written request and advertisement in SC Business Opportunities publication per SC state law	USC Purchasing Department	Complete a Purchase Requisition in Peoplesoft. Attach specifications and select "TO BE BID <b>BY USC PURCHASING</b> " as the Supplier on the requisition.	15-30 days	May use Sealed Bids, Best Value Bid or Request for Proposals methods. Solicitations awarded over \$50,000 are subject to vendor protests which could result in delays
Over \$100,000 up to \$3,000,000	Formal Solicitation Process and advertisement in SC Business Opportunities publication per SC state law	USC Purchasing Department has a certification limit of \$3,000,000 and able to procure up to this threshold	Complete a Purchase Requisition in Peoplesoft. Attach specifications and select "TO BE BID <b>BY USC PURCHASING</b> " as the Supplier on the requisition.	30-90 days	May use Sealed Bids, Best Value Bid, Fixed Price Bid or Request for Proposals methods. Solicitation specifications or contract award may be protested and result in delays.

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					Contract awards over \$50,000 require an Intent to Award and it will be 7 business days after the Intent to Award is posted before a Purchase Order can be issued.
Over \$3,000,000	Formal Solicitation Process and advertisement in SC Business Opportunities publication per SC state law	Central State Procurement Office, State Fiscal Accountability Authority	Complete a Purchase Requisition in Peoplesoft. Attach specifications and select "TO BE BID <b>BY USC PURCHASING</b> " as the Supplier on the requisition.	60-120 days	May use Sealed Bids, Best Value Bid, Fixed Price Bid or Request for Proposals methods. Solicitation specifications or contract award may be protested and result in delays. Contract awards over \$50,000 require an Intent to Award and it will be 7 business days after the Intent to Award is posted before a Purchase Order can be issued.